



2-1 UNIFORMS

Related SOP(s), Forms, Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-3 Grooming Standards
- 1-25 Chaplain Unit
- 1-56 Horse Mounted Unit (Currently 6-12)
- 1-80 Prisoner Transport Unit
- 3-30 Line Inspection Process
- 3-41 Complaints Involving Department Policy or Personnel

B. Form(s)

APD Line Inspection Form

C. Other Resource(s)

National Institute of Justice (NIJ) Standard--0101.06 Ballistic Resistance of Personal Body Armors (2008)

D. Rescinded Special Order(s)

~~SO 19-132 — Line Inspection Proces~~ None

2-1-1 — Purpose

The purpose of this policy is to promote a professional image and professionalism among all Albuquerque Police Department (Department) personnel (sworn and civilian) by establishing standards of dress and personal appearance.

2-1-2 — Policy

It is the policy of the Department to outline approved, on-duty uniform standards for all Department sworn personnel and to establish procedures for uniform and equipment inspections. ~~Department policy is to ensure that all personnel are properly attired when in uniform.~~ Sworn personnel shall be held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed, civilian personnel shall will meet acceptable standards of dress, as established by the Chief of Police.

2-1-3 — Definitions

~~A. The title of defined word or unit.~~



~~Describe terminology used.~~

~~B. The title of defined word or unit.~~

~~Describe terminology used.~~

2-1-32 ——— Procedures

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A. Uniform Standards

Standards for the proper wearing of uniforms ~~shall~~will apply to all sworn personnel and uniformed civilian employees of the Department.

7

B. Wearing of the ~~Duty Regulation~~ Uniform

1. Deputy Chiefs of Police shall determine the appropriate dress for personnel under their command. Deputy Chiefs ~~shall~~ will not authorize uniforms to be worn that have not been previously approved in this section.
2. All sworn personnel shall wear a complete uniform. ~~When wearing the uniform, it will be complete.~~ Partial uniforms ~~shall~~ will not be worn. Uniforms ~~will~~ shall not be mixed (e.g. i.e., ~~BDU Range pants worn with;~~ uniform shirt).
3. All ~~officers~~ sworn personnel ~~will~~ shall be required to wear the ~~standard Department duty~~ uniform, regardless of assignment except:
 - a. Detectives ~~will~~ shall wear the standard uniform or appropriate civilian attire designated by their chain of command. ~~No alternate uniform, part of a uniform, or variance of a uniform, to include Battle Dress Uniform (BDU) pants and polo shirts, will be allowed.~~
 - b. The Open Space Section shall ~~will~~ wear short or long sleeve black polo shirts with colored patches, cloth badge, and name tag. The Open Space Section will ~~shall~~ wear tan Battle Dress Uniform (BDU) pants and brown boots.
 - c. Consistent with SOP Horse Mounted Unit, the Horse Mounted Unit (HMU) shall wear: will
 - i. ~~wear a~~ Black long or short sleeve polo- style shirt or duty style shirt with colored patches on both sleeves. Polo shirts ~~will~~ shall have a cloth badge and name tag. Duty- style shirts ~~shall~~ will have colored patches on the shoulders, an HMU or standard badge, and a name tag ~~name tag~~.
 - ii. Black Wrangler jeans while on horseback.
 - iii. Cowboy boots with a heel and spur platform. They must be solid black or the design must be covered by the pant leg. Boots with a smooth sole are preferred.
 - iv. In the winter, a Four-inch (4") brim, black felt cowboy hat with the Department-approved hat badge or HMU hat badge shall be worn; in the



summer, a four-inch (4") brim straw hat. A baseball hat may be worn, at the discretion of the HMU Sergeant. The HMU Sergeant must approve all hats prior to going on-duty.

v. ~~HMU may wear the~~ The Open Space Section uniform when designated by their lieutenant or designee.

~~e.~~

d. When working calls for service, tactical sworn personnel shall wear the following uniforms:

i. K-9 sworn personnel shall wear black, long or short sleeve polo shirts with colored patches, and cloth badges and name tags. K-9 sworn personnel shall wear a black BDU top and pants, and black boots.

ii. SWAT and Explosive Ordnance Disposal (EOD) Unit (Bomb Squad) sworn personnel may wear blue long or short sleeve polo shirts or tactical shirts with colored patches, cloth badges, and cloth name tags.

~~d. K-9 officers will wear black, long or short sleeve polo shirts with colored patches, and cloth badges and name tags. K-9 officers will wear black BDU top, pants, and black boots.~~

e. Tactical ~~officers~~ sworn personnel ~~may~~ will be allowed to wear the following uniform for training and call-outs:

i. Green ~~olive green~~ BDU pants and matching top with shoulder patches, cloth badges, and cloth name tags; and

~~e.ii. olive green Nomex flight suit and ~~olive green~~ tactical shirt will also be authorized.~~

f. Uniform requirements for the Chaplain Program personnel shall be consistent with the requirements in SOP Chaplain Unit.

g. Uniform requirements for Prisoner Transport Unit sworn personnel shall be consistent with the requirements in SOP Prisoner Transport Unit.

~~h.~~ The Chief of Police may authorize retired ~~officers~~ sworn personnel in good standing to wear a designated Department uniform of the Chief's choosing at specified official functions.

67

C. Supervisor's Responsibilities

Supervisors are responsible for the appearance of personnel under their command and ~~will~~ shall ensure that:

1. Uniforms and equipment are neat, clean and worn properly;
2. Uniforms, insignia, accessories, and equipment conform to published standards;
3. Supervisors assigned to the Field Services Bureau (FSB) ~~will~~ shall conduct a uniform and equipment inspection every month, which includes completion of the APD Line Inspection Form; and



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

4. Supervisors, regardless of assignment, ~~will take~~shall take corrective action on any uniform regulation violation ~~that comes~~ing to their attention, consistent with SOP Complaints Involving Department Policy or Personnel.

7

D. Headgear

~~D.~~

1. Headgear is optional, except while operating Department motorcycles, ~~during formal inspections, parades, or when~~as directed by the Chief of Police or their designee.
2. Hats for ~~police officers~~sworn personnel ~~will~~shall be Lancaster style with a detachable or fixed cover of ~~n~~navy blue wool material. The side bands ~~will~~shall have one-eighth inch (1/8") royal blue piping above and below the band and may be ventilated. The cover grommets ~~will~~shall not be removed. The hat bill ~~will~~shall be black patent leather.
 - a. ~~Police officers~~Sworn personnel shall wear a silver-colored ~~chin strap~~chinstrap with chrome plated "P" buttons.
 - b. Sergeants and above ~~will~~shall wear gold-colored straps and buttons.
 - c. The hat bill of command ~~officers~~sworn personnel of the rank of cCommander and above ~~will~~shall be adorned with gold leaf insignia as designated for each rank.
3. ~~Helmets will be white and may be worn in place of the uniform hat when necessary for personal safety. When not worn, the helmet will be carried in the police vehicle. Helmets will be worn when directed.~~ A white and black motorcycle helmet shall be worn when operating a Department motorcycle.
4. ~~A black watch cap, plain or with a Department Patch, may be worn with the winter uniform.~~
5. ~~4. Headgear for special assignments will be worn at the discretion of the Chief of Police or appropriate deputy chief of police.~~
6. ~~5. Baseball caps will~~shall be black, with a cloth front and/or a cloth or mesh-style back. Affixed to the front of the cap ~~will~~shall be the small one and seven-eighths inch by two and three-eighths inch (1 -7/8" -inch by 2 3/8" -inch) Department patch. The patch for ~~officers~~sworn personnel ~~will~~shall have silver trim, while the patch for supervisors ~~shall~~will have the gold trim. Other writing, insignias, or pins may be approved by the chain of command.
 - a. Baseball caps shall be in serviceable condition.
 - b. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball cap is unprofessional, and shall use appropriate discretion.

7

E. Class A Uniform/Command Staff Dress Uniform



The Class A ~~dress u~~Uniform and ~~c~~Command ~~s~~Staff ~~d~~Dress ~~u~~Uniform ~~shall~~will consist of:

~~1.~~ Tie:

~~1.~~ A regulation uniform black tie ~~shall~~will be worn with the shirt.

~~2.~~ Hat:

~~2.~~ The regulation hat is mandatory with the dress uniform.

~~3.~~ Gloves:

~~3.~~ White, cotton, dress gloves.

~~4.~~ Pants:

~~4.~~ Navy blue, wool, wool blend, or polyester, dress uniform trousers.

~~5.~~ Jacket:

~~5.~~ For ~~c~~Command ~~s~~Staff only.

~~6.~~ Shirt:

~~6.~~ Long sleeve uniform shirt.

7. Traffic ~~officers~~sworn personnel who are assigned to motorcycle duty ~~shall~~will wear the long sleeve uniform shirt, white dickie, helmet, and white gloves.

8. ~~Sworn~~ Ppersonnel ~~shall~~will wear the Class A ~~dress u~~Uniform at the direction of the Chief, Chief of Staff, ~~or~~ Deputy Chief ~~of~~ Police.

7

F. Uniform Shirts

1. ~~For officers,~~ Department-approved shirts for sworn personnel shall ~~will~~ be polyester, navy blue, tropical weave, with black buttons, and pleated pockets with flaps. All shirts ~~shall~~will have epaulets. ~~Officers~~ Sworn personnel shall ~~will~~ wear a black or white crew neck T-shirt.

a. Shoulder Patch: Left shoulder (Department patch) and right shoulder (Unit patch).

2. Department-approved brand alternate duty shirt shall be a performance polo in dark navy blue.



1.

~~b. Officer Alternate Duty shirts in Dark Navy Blue:~~

~~5:11 Performance Polo:~~

- ~~• Woman's short sleeve 61165-724~~
- ~~• Men's short sleeve 71049-724~~
- ~~• Men's long sleeve 72049-724~~

~~h. Vertex Shirt:~~

- ~~• Men's short sleeve VTX 4000NB~~
- ~~• Men's long sleeve VTX 4020NB~~
- ~~• Women's short sleeve VTX 4010NB~~
- ~~• Women's long sleeve VTX 4030NB~~

~~m. First Tactical Performance Polo~~

- ~~• Men's short sleeve 112509-729~~
- ~~• Men's long sleeve 111503-729~~
- ~~• Women's short sleeve 122509-729~~
- ~~• Women's long sleeve 121502-729~~

~~r.a. Embroidery: First initial and last name on right chest side; half-inch (1/2") ~~inch~~ white block lettering;~~

~~s.b. Shoulder Patch: Left shoulder (APD Department patch) and Right shoulder (Unit patch); and~~

~~t.c. Patch BBadge: Left chest, silver patch for officers sworn personnel or gold patch for supervisors. No O subdued or detective badges are authorized.~~

3. Supervisor Rrank Insignia; GGold embroidered on right chest side above the officer's sworn personnel's name; three-eighths inch (3/8") ~~inch~~ block lettering and .5 cm from the bottom of the rank line to the top of the name line.

2.4. Police Service Aides' (PSA) shirts ~~shall~~ will be tropical weave, Bahama blue in color with blue buttons and pleated pockets with flaps. They ~~shall~~ will also wear a white crew or V-neck T-shirt.

~~a. Police Service Aid (PSA) aAlternate dDuty uUniform shirts in LLight bBlue;~~

~~a.~~

~~iii.i. Propper Department-approved brand mMen's snag free, performance polo short-sleeve; or item #F5322~~

~~iv.ii. Propper Department-approved brand wWomen's snag free, performance polo short-sleeve; item #F5329~~

~~e.b. Embroidery: First initial and last name on right chest side; half-inch (1/2") ~~inch~~ white block lettering;~~

~~e.c. Patch: Left chest with approved PSA patch. No subdued patches are authorized with this uniform.~~



3-5. Officers Sworn personnel may wear a black turtleneck type shirt under the long-sleeve uniform shirt.

b.a. The turtleneck shirt ~~shall~~will be fine knit (not sweater knit).

e.b. The neck ~~shall~~will only extend as high as the uniform shirt collar, and ~~shall~~will have no markings.

N/A

G. Uniform Ties

1. Officers Sworn personnel of any rank may wear a regulation black uniform tie with a long sleeve shirt, year round.

7

H. Uniform Trousers

1. Trousers ~~shall~~will be navy blue of either, wool, wool blend, or polyester material, straight legs that ~~shall~~will match the uniform shirt.

2. Officers Sworn personnel assigned to motorcycle duty ~~shall~~will wear navy blue elastic riding breeches with a one-inch (1") white stripe down the sides.

~~2. Department-approved BDU alternate duty pants for both officers sworn personnel and PSA in dark navy blue include:~~

~~e. 5:11 Stryke Pants:~~

~~Women's 64386-724~~

~~Men's 74369-724~~

~~f. 5:11 TacLite Pro Pants~~

~~Women's 64360-724~~

~~Men's 74273-724~~

~~i.3. First Tactical Velocity II Pants.:~~

~~i. Women's 124011-729~~

~~ii. Men's 114011-729~~

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I. Uniform Shorts

1. Uniformed officers sworn personnel ~~shall~~will be allowed to wear uniform shorts as part of their ~~regular~~ duty uniform

2. Department-approved brand cargo sShorts ~~shall~~will be navy blue in color, poly-cotton (65% polyester, 35% cotton) blend.

~~Horace Small New Dimensions Cargo shorts (poly-cotton) unaltered.~~

~~Elbeco Tek3 (poly-cotton) unaltered.~~

- 6.3. Officers Sworn personnel shall wear Department-approved athletic footwear, solid black in color with the uniform shorts.



~~7.4.~~ Socks ~~shall~~will be ankle high and black in color.

~~8.~~ Uniform shorts will only be authorized for wear from March 1st to October 31st.

~~9.5.~~ Officers Sworn personnel who wear uniforming shorts who have a tattoo(s) shall~~will~~ abide by the SOP Grooming Standardstattoo policy.

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J. Jackets and Sweaters

1. Uniform Jackets: Personnel may wear Department-approved, dark navy blue or leather ~~any of the listed~~ jackets. Jacket liners are optional; however, liners may not be worn on their own.

~~5.11 brand, 5 in 1, model 48017, black or dark navy blue.~~

~~Leather jacket, Taylor Leather brand, model 4461-NM special black.~~

~~5.2.~~ Armored Motorcycle Jacket: Only ~~Sworn uUniformed MMotors sworn Officers personnel may wear the Department-approved brand Only. (Optional). Model # MJ130 P, mMen's Airglide 2 black/pewter jacket Jkt-Black/Pewter, manufactured by Olympia Moto Sports. It shall be bBlack with a stripe, and reflective piping, and with a removable liner.~~

6

~~6.3.~~ Off-duty ~~officers~~sworn personnel enforcing traffic laws must wear a uniform jacket or, as an option, a raid jacket/windbreaker and or-vest, or tactical vest as defined below.

~~7.4.~~ All personnel may wear a black or dark navy blue sweater ~~in the winter period.~~ The sweater ~~shall~~will consist of:

- a. Wool or wool blend, V-neck only, ribbed, with cloth shoulders and elbows, military style.
- b. The sweater may be lined or unlined.
- c. The sweater ~~shall~~will have epaulets.
- d. The sweater ~~shall~~will have a Department patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab.
- e. The sweater ~~shall~~will be worn with the Department badge, not a cloth badge.
- f. The sweater may be worn tucked in or folded under.

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K. Footwear

1. For duty use, only sworn personnel and PSAs may wear a combination Department approved brand, all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots. ~~Examples include, but are not limited to Under Armor Valsetz RTS, First Tactical Operator, 511 Recon or Tactical Urban and Bates Velociter.~~ These boots are approved for duty ~~use~~ only and shall not be worn with the Class A ~~d~~Dress uniform.



0. _____

~~3.2.~~ Officers Sworn personnel assigned to motorcycle duty shall will wear English field or riding boots with round toe and block heel. Trouser legs shall will be worn inside of the boot.

____ Athletic footwear is only authorized with the uniform shorts or ~~bike~~ bicycle uniform and shall will be solid black in color.

3. _____

7 L. Gloves

L.
Gloves shall will be black leather, neoprene, Nomex, or Nomex/~~kevlar~~ Kevlar weave. Gloves may have high-density foam or layered cowhide padding but under no circumstances are hard-knuckled gloves authorized. Class A ~~dress~~ uniform gloves shall will be white cotton.

7 M. Tactical/BDU Style Uniform

1. Shirts shall will be the Department approved brand, black (~~blue, green,~~ or black for the tactical section) permanent press, tactical/BDU style, ~~and 5.11 brand or equivalent.~~

2. Pants shall will be the Department-approved brand, black (~~blue, green~~ or black for the tactical section) permanent press, ~~tactical/BDU style, 5.11 brand or equivalent.~~
~~2.~~

~~4. Tactical/BDU uniforms may only be worn at the police firing range, by activated ERT members as directed by the ERT Commander/Lieutenant, by tactical as directed by the Tactical Commander or as directed by the Chief of Police.~~

~~6.3.~~ Officers Sworn personnel may wear any jacket or coat listed in subsection "J" with the ~~t~~ Tactical/BDU uniform except the leather jacket.

7 N. Emergency Response Team (ERT) Uniform

1. The Chief of Police or their designee or ERT Commander/Lieutenant may designate the optional ERT uniform.

2. Short or long sleeve shirt:

a. The shirt shall will be a black:

i. Cool wear, Department-approved brand, collared polo made of -gray and will be polyester, -cool wear, 5.11 brand or equivalent; or

a.ii. BDU-style button- or zip-up.;



- b. The subdued Department patch and subdued ERT patch ~~shall~~will be sewn on the respective shoulders.
 - c. A subdued badge ~~shall~~will be sewn on the front of the shirt over the left breast area of the shirt. Supervisors ~~shall~~will have a subdued supervisor badge.
3. The uniform BDU/tactical style, Department-approved 5.11 brand~~or equivalent~~ pants ~~shall~~will be black.
 4. The standard ERT uniform ~~shall~~will have subdued patches as indicated above plus a subdued American flag patch over the right pocket.

7

O. -Crime Scene Specialist (CSS) Uniforms

1. Uniform Shirts

- a. Shirts ~~shall~~will be a light grey, Department-approved performance ~~Propper brand~~ polo. The polo shirt ~~shall~~will have screen printing on the back that reads, "Crime Scene Investigation." A white or black crew or V-neck t-shirt ~~shall~~will be worn underneath.
- b. Department-issued body armor shall will be worn underneath the uniform shirt.
 - i. A CSS may wear an external body armor carrier. The carrier shall be provided by the Department when the CSS is issued new body armor. A CSS wishing to purchase their own external carrier may purchase the Department-approved carrier or a carrier of their choice. Any carrier which is not the same make and model as the Department carrier must seek approval by the Scientific Evidence Division (SED) Commander before deploying with the carrier. The carrier must match the approved uniform shirt it is worn over in appearance.
- ~~b.~~
 - c. CSS may wear a black turtleneck type shirt under the long-sleeve uniform shirt.
 - i. The turtleneck shirt ~~shall~~will be fine knit (not sweater knit).
 - ii. The neck ~~shall~~will only extend as high as the uniform shirt collar, and ~~shall~~will have no markings.

2. Uniform Pants

- a. Uniform pants ~~shall~~will be black permanent press, tactical/BDU style, ~~5.11~~Department-approved brand~~d or equivalent~~.

3. Footwear

- a. ~~Footwear will be black, smooth, highly shined leather without ornamentation.~~
For duty use, a CSS may wear a Department approved brand, combination all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots.
- ~~a.~~b. These boots are approved for duty use only and shall not be worn with the Class A dress uniform.



4. Patches

- a. The only patch authorized to be worn ~~shall~~will be the Department Crime Scene Investigation (CSI) patch silver in color. This patch ~~shall~~will be worn in the same place ~~of as the sworn personnel~~ -badge.
- b. Jackets and coats ~~shall~~will be worn with the Department CSI patch. This patch ~~shall~~will be worn in place of a badge.
- ~~b.c.~~ CSS personnel are prohibited from wearing sworn personnel.

5. Headgear

- a. A grey watch cap, plain, with a CSI patch may be worn with the winter uniform.
- b. Baseball~~-~~style caps (optional); and
 - i. ~~Will~~Shall be grey, with a cloth front and/or a cloth or mesh style back~~;~~
 - ii. Affixed to the front of the cap ~~shall~~will be the small one and seven-eighths inch by two and three-eighths inch (1 7/8~~-inch by~~ x 2 3/8~~-inch~~) CSI patch~~;~~
 - iii. ~~Baseball caps s~~Shall be in serviceable condition~~;~~
- ~~iv.~~ c. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball cap is unprofessional, and shall use appropriate discretion.

6. Jackets, Coats, and Sweaters

- ~~a.~~ See 2-1-2-J for approved jackets and coats.
- ~~b.a.~~ CSS shall~~will~~ not wear leather jackets.
- ~~e.b.~~ Jackets shall~~will~~ be screen printed with reflective material that reads "Crime Scene Investigation" on the back.
- ~~d.c.~~ CSS may wear sweaters consistent with the standards in this SOP, 2-1-2-J, but~~however,~~ the sweater must be grey in color to match the CSS uniform shirt.

7. Gloves

- a. Gloves ~~shall~~will be black leather or neoprene.
- b. ~~-~~Gloves may have high-density foam or layered cowhide padding but under no circumstances are hard-knuckled gloves authorized.

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P. Police Honor Guard Uniform

- 1. Police Honor Guard uniforms ~~shall~~will be as specified by the Chief of Police.

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Q. Cadet ~~and Recruit Officer~~ Uniform



Cadet ~~and recruit officer~~ uniforms ~~shall~~ will be as specified by the ~~Director of Training Academy Commander~~. ~~Recruit officers will replace the cadet rocker on the left sleeve with the authorized Department patch.~~

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~~R. Reserve Officer Uniform~~
~~Reserve police officers will wear the same uniform as regular sworn personnel.~~

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~~S.R.~~ Wearing of Safety Equipment While Directing Traffic

~~1. Officers~~ Sworn personnel and PSAs who are directing traffic on any City street ~~shall~~ will wear a day-glow reflective safety vest ~~as well as their helmet~~. Personnel may wear the Department provided, high visibility jacket with the high visibility, reflective side out, in lieu of the traffic vest.

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S. Department Badge and Patch

~~U.~~
~~1. Sworn personnel shall wear their designated official Department badge when in uniform. Public Services Aides will wear the PSA patch in place of a badge.~~

1. Sworn personnel shall wear their designated official Department badge when in uniform. Public Services Aide PSAs ~~shall~~ will wear the PSA patch in the same place ~~of a~~ as the sworn personnel badge.

2. Sworn supervisors may wear an alternate supervisor badge. This badge is similar to the patrolman badge, gold in color with reversed blue and gold lettering. Supervisors who choose to wear the alternate badge ~~shall~~ will be responsible for the purchase of the badge.

3. A cloth replica of the Department-issued badge, corresponding to the individual's rank, may be worn on all jackets, coats, and tactical/BDU uniform shirts, as outlined in this section.

4. The authorized Department patch ~~shall~~ will be worn on the left sleeve of all jackets, coats, and shirts. Supervisors ~~shall~~ will wear the Department patch with gold trim. ~~Officers~~ Sworn personnel and detectives ~~shall~~ will wear the Department patch with silver trim.

5. Jackets and coats ~~shall~~ will be worn with a four and three-quarter inch by four-inch (4-¾" -inch-high by 4") -inch wide Department shoulder patch on the left sleeve centered one inch below the shoulder.

6. Shirts ~~shall~~ will be worn with a three and a half-inch by four and one half-inch (3-½" x -inch-high by 4 ½") -inch-wide Department shoulder patch on the left sleeve



centered one inch below the shoulder.

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T. Name Tags and Tie Bar/Tack

~~U.~~

1. A two and one-quarter inch by three-eighths inch (2-1/4" x 3/8-inch) metal name tag shall will be worn on the uniform shirt on the right pocket flap just below the stitching, positioned horizontally by all uniformed personnel. First and middle initial and last name or first and last name shall will be inscribed in 1/8 block letters, filled with black enamel.

~~8.~~

~~b.a.~~ Sworn personnel and PSAs nameplates shall will be chrome-plated metal.

~~e.b.~~ Sergeants and above shall will have gold colored nameplates.

~~9.2.~~ An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin shall will have inscribed in black enamel, the individual's current rank, and the wording "SERVING SINCE." The current year of the date of hire shall will be inscribed in the blank space.

~~10.3.~~ A plain, silver tie bar may be worn with the tie. Supervisors may wear a plain gold tie bar.

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~~V.~~ U. Optional Insignia

1. Optional patches, badges, approved pins, and medals are authorized to be worn by the Chief of Police, including, but not limited to ~~or as follows~~:

~~2.a.~~ The small American Red Cross Law Enforcement First Aid Patch may be worn by qualified ~~officers~~ sworn personnel on the left sleeve, centered one inch below the Department shoulder patch, on all uniform shirts and outer garments. On sergeants' uniforms, the Red Cross patch shall will be worn one 1/4-inch (1") below the left sleeve chevron.

~~3.2.~~ Service bars may be worn on the long sleeve navy blue shirt to signify the number of years of sworn law enforcement service an officer has completed.

a. Silver embroidered service bar, two inches long by one-quarter inch wide (2" x 1/4") on a blue background may be worn by patrol ~~officers~~ sworn personnel to signify each two (2) years of completed service.

b. Gold embroidered service bars two inches long by one-quarter inch wide on a blue background may be worn by supervisory sworn personnel to signify each two (2) years of completed service.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

- c. Service bars ~~shall~~will be worn in a diagonal direction one and one-quarter inch (1-1/4")~~-inch~~ diagonal offset) on the left sleeve of the blue long sleeve shirt, centered, beginning one inch above the cuff and proceeding up the sleeve.
- ~~4.3.~~ OfficersSworn personnel may not wear service bars, first aid patches, or firearms badges for which they are not entitled or qualified.
- ~~5.4.~~ The American ~~f~~Flag lapel pin and/or the Honor Guard pin may be worn above the right pocket of the uniform shirt, centered half-inch (1/2")~~-inch~~ above the name tag on the vertical shirt seam.
- ~~6.5.~~ OfficersSworn personnel assigned to units, which have an authorized unit patch, may wear the patch on the right sleeve positioned in the same manner as the Department patch.
- a. Unit patches ~~must~~shall be submitted to the ~~Office of Policy Analysis~~Policy and Procedures Review Board for ~~consideration~~their approval.
- b. Any proposed unit patch ~~shall~~will not be greater in total area, height, or width than the current Department uniform patch, (4 1/2 x 3 1/2 inches).
- ~~7.6.~~ Wearing of the Medal of Valor, Medal of Meritorious Service, Medal of Outstanding Service and/or the Medal for Life Saving is authorized as follows:
- a. All medals may be worn for formal occasions only. They ~~shall~~will be worn on the right side of the uniform shirt with the top of the ribbon aligned with the bottom of the nameplate and centered below the nameplate. The medals may be worn with appropriate civilian attire, such as a suit, with the medal worn on the right side in an area that would be consistent with where the medal would be worn on the uniform shirt. OfficersSworn personnel who are eligible to wear more than one Medal shall wear the highest ranking medal closest to the heart.
- b. On other occasions, the breast ribbon bars may be worn on the uniform shirt, centered above the right pocket with the bottom of the ribbon aligned with the top seam of the pocket. The breast ribbon bars ~~shall~~will not be worn on civilian clothing.
- c. If ~~an officer is~~sworn personnel are awarded both the Medal of Valor and the Medal of Meritorious Service, the breast ribbon bars ~~shall~~will be placed side by side and centered along the top seams of the right pocket.
- d. Subsequent awards for either medal ~~shall~~will be indicated by a gold star centered on the breast ribbon bar.
- e. The Outstanding Service Award pin may be worn on the uniform shirt, centered above the right pocket with the bottom of the pin aligned with the seam of the pocket.
- ~~8.7.~~ Uniform Ribbon Award
- a. The process for obtaining most of the awards listed below ~~shall~~will require that ~~the officer~~sworn personnel ~~submits~~ a written request for recognition for








ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

themselves or others to the Chief of Police. Only after approval has been granted ~~shall~~will ~~the officer~~sworn personnel be allowed to wear the respective ribbon. Copies of all supporting documents ~~shall~~will be retained in the ~~officer's~~sworn personnel's permanent personnel file maintained by the Department's Training Academy.

- b. Uniformed ~~officers~~sworn personnel ~~shall~~will be permitted to wear up to six enamel service award ribbons earned. The ribbons ~~shall~~will be arranged in order of precedence in rows from top down, inboard to outboard. The ribbon(s) ~~shall~~will be worn with the lower edge of the bottom row centered one-quarter inch (1/4") ~~inch~~ above the right breast pocket and parallel to the floor utilizing a solid slide bar. Awards ~~shall~~will be ranked in the following order:

<p>i. Medal of Valor The ribbon shall<u>will</u> be three equal sized bars in red/-white/-blue</p>	
<p>The Medal of Valor shall<u>will</u> be awarded in the event an officer<u>sworn personnel</u> gives their<u>his/her</u> life in the line of duty or when an officer<u>sworn personnel</u> performs an exceptional, life-threatening act of bravery.</p>	
<p>ii. Medal of Meritorious Service The ribbon shall<u>will</u> be solid blue bar.</p>	
<p>The Medal of Meritorious Service shall<u>will</u> be awarded when an officer<u>sworn personnel</u> shows exceptional courage or bravery while performing a law enforcement duty.</p>	
<p>iii. Medal of Outstanding Service The ribbon shall<u>will</u> be three equal sized bars in white/-blue/-white.</p>	
<p>The Outstanding Service Award shall<u>will</u> be presented to an officer<u>sworn personnel</u> who performs his/her<u>their</u> duty in an outstanding manner to include performance during a critical incident, or exemplary community service.</p>	
<p>iv. Medal for Life Saving The ribbon shall<u>will</u> be two equal sized bars in red/-white.</p>	
<p>The Medal for Life Saving shall<u>will</u> be awarded when an officer<u>sworn personnel</u> performs an act that results in the saving of another's life.</p>	
<p>v. Purple Heart Medal The ribbon shall<u>will</u> be three equal sized bars in purple/-white/-purple.</p>	
<p>The Purple Heart Medal shall<u>will</u> be awarded for the following injuries:</p>	



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

1. When ~~an officer is~~ sworn personnel are shot in the line of duty.
2. When ~~an officer is~~ sworn personnel are stabbed in the line of duty.
3. Other major life-threatening injuries ~~incurred~~ sustained in the line of duty.

Note: "In the line of duty" can include being off duty, but acting as a ~~Police Officer~~ sworn personnel.

vi. Courage Under Fire



The ribbon ~~shall~~ will be four equal sized bars in white/blue/red/white. This award ~~shall~~ will be awarded to ~~officers~~ sworn personnel who have been recognized by their respective ~~a~~ Area/d ~~Division~~ c ~~Commander~~ m ~~Manager~~ for ~~his/her~~ their courage/actions in a potentially life-threatening or dangerous situation. Only the Chief of Police or ~~his~~ their designee ~~shall~~ will present this award.

vii. Active Military Service



The ribbon ~~shall~~ will be five bars in alternating lag's of ~~b~~ Blue/r ~~Red/w~~ White/r ~~Red/b~~ Blue. This ribbon ~~shall~~ will be worn by personnel who have been called to active military duty while a member of ~~APD~~ the Department or who have served a minimum of three (3) years of active, honorable military service.

viii. Master Patrol Officer



The ribbon ~~shall~~ will be solid blue with two small white bars and a white diamond in the center. This award ~~shall~~ will be awarded to ~~officers~~ sworn personnel who have worked a minimum of five (5) -years within FSB (calls for service, officer, or supervisor), and a minimum of 1 -year in either the Traffic Section, Impact Teams, ~~Tactical~~ Special Operations Division (K-9, EOD, SWAT), Horse Mounted Unit, Air Support Unit, Training Academy, Operations Review, ~~Field Training Officer~~ FTO, or Crisis Intervention Team (CIT), and a minimum of 1 -year within Special Investigations Division, Criminal Investigations Bureau (CIB), Scientific Evidence Division (SED), or the Administrative Support Bureau. Only the Chief of Police or ~~his~~ their designee ~~shall~~ will present this award.

ix. Officer/Detective of the Year



The ribbon ~~shall~~ will be three equal sized bars white/red/white. Only personnel who have been selected as either the Department ~~APD~~ Officer or Detective of the Year ~~shall~~ will wear this award.

x. Community Recognition








The ribbon ~~shall~~ will be alternating small blue (4) and large red blocks (3). This ~~shall~~ will be awarded to employees who receive a total of 25 or more letters of



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

	appreciation, thanks, and/or commendations from the community, or from his/her their chain of command. Letters must be from different incidents. All letters must be on file.	
xi.	Field Training Officer	
	The ribbon shall will be solid green with two small white bars and the letters "F.T.O." in the center, and a gold border. This ribbon shall will be awarded to officers sworn personnel who have successfully completed the F-T-O- Instructor School and have trained five (5) recruit officers sworn personnel in either phase one, two or three and have completed two (2) years of service as an active F-T-O- Only the Chief of Police or his their designee shall will present this award. Officers Sworn personnel are responsible for providing documentation of the required training.	
xii.	Top Cadet/Top of Promotional List	
	The ribbon shall will be solid red. This shall will be awarded and worn only by officers sworn personnel who were Top Cadet within their academy class either academically, physically, or firearms; or were number one on their respective promotional list (sergeant/lieutenant).	
xiii.	Marksmanship	
	The ribbon shall will be two solid blocks white/blue. This shall will be awarded to officers sworn personnel who qualify with a perfect score of of one-hundred percent (100 %) during the semi-annual firearms qualification on both handgun and patrol rifle and/or shotgun 2-times consecutively.	
xiv.	Department Seniority	
	Officers Sworn personnel may elect to wear a ribbon (including short sleeve shirts) instead of uniform seniority stripes. The ribbon shall will be a solid blue background with one gold star for each five (5) years of service with APD the Department , service may be anywhere within the Department. Lateral time shall will not apply.	
xv.	Field Services Bureau (FSB) Seniority	
	The ribbon shall will be a solid red background with one gold star for each five (5) years of FSB experience. FSB for this award is identified as calls for service assignment only.	

7

W. Chevrons and Collar Devices

- ~~Sergeant chevrons (3 ½ x 4 inches) will have a blue background with three stripes of royal blue with gold detail and will be worn on both sleeves of the uniform shirt (pointing up, centered 1/2 inch below the patch on the left sleeve and in the same position on the right sleeve).~~ Sergeant chevrons shall be three and one-half by four



inches (3½" x 4") shall have a black background with three stripes of royal blue with gold detail and shall be worn on both sleeves of the uniform shirt (pointing up, centered half-inch [1/2"] below the patch on the left sleeve and in the same position on the right sleeve).



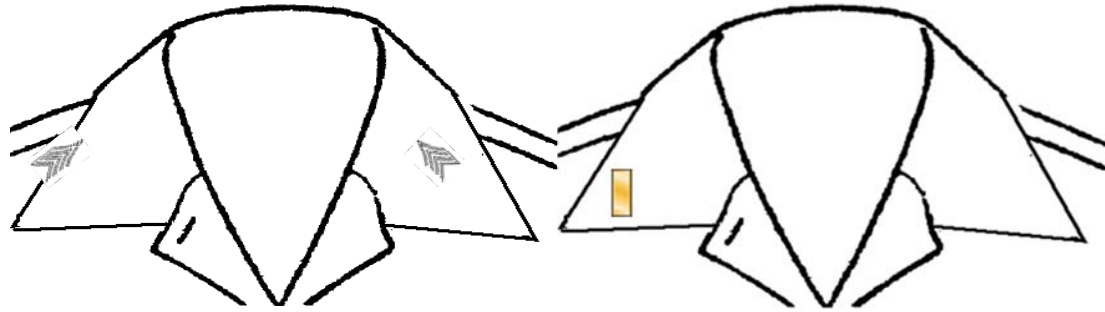
2. ~~Senior Sergeant chevrons (3 ½ x 4 7/16 inches) will have a blue background with three stripes and one rocker of royal blue with gold detail and will be worn on both sleeves of the uniform shirt (pointing up, centered 1/2 inch below the patch on the left sleeve and in the same position on the right sleeve). Sergeants who have attained seven continuous years' time in grade may wear Senior Sergeant Chevrons.~~ Senior Sergeant chevrons shall be three and a half by four and seven sixteenths inches (3½" x 4 7/16") shall have a black background with three stripes and one rocker of royal blue with gold detail and shall be worn on both sleeves of the uniform shirt (pointing up, centered half inch [1/2"] below the patch on the left sleeve and in the same position on the right sleeve). Sergeants who have attained seven continuous years' time in grade may wear Senior Sergeant Chevrons.



3. Field Training Officer (FTO) Corporal chevrons three and one-half inch by three inches (3½" x 3") shall have a black background with two stripes of royal blue with silver detail, along with the abbreviation "F.T.O." in silver lettering below the chevrons. The chevrons shall be worn on both sleeves of the uniform shirt, pointing up, centered ½ inch below the Department patch (left sleeve) and the FSB patch (right sleeve). FTO Corporal chevrons shall only be worn by sworn personnel currently assigned as active or inactive status. If removed from the program, either voluntary or involuntary, the chevrons shall no longer be worn on the uniform.



- 3.4. Collar devices that are worn on outwear without sleeve stripes, shall be centered on both collars, with the centerline of the insignia bisecting the points of the collar, one inch (1") up from the collar point:



~~0. Sergeant collar devices shall be 3/4 of an inch in width and gold in color. Senior Sergeant collar devices will have three chevrons and one rocker. Sergeant collar devices shall have three chevrons.~~

7

Z.X. Shirt Insignia for Command Officers Personnel

The rank insignias on the shirt ~~shall~~will be centered one half-inch (1/2")~~inch~~ from the outer edge of the collar tab, ~~shall~~will lie parallel to the collar edge, and are as follows:

1. Lieutenant - A single gold-plated bar three-quarters inch by one-quarter inch (3/4^{3/4}" x 1/4^{1/4}")~~inches~~.



2. Deputy Commander – Two silver plated bars one-quarter inch by three-eighths inch (1/4" x 3/8") each.



- ~~2.~~3. Commander - Two gold plated bars one-quarter inch by three-eighths inch (1/4" x 3/8") ~~1/4 x 3/8 inch~~ each.



- ~~3.~~4. Deputy Chief of Staff – One gold plated star one-quarter inch by three-eighths inch (1/4" x 3/8") each.





5. Chief of Staff - Two gold plated stars one-quarter inch by three-eighths inch (1/4" x 3/8") ~~1/4-3/8 inch~~ each.



- 7.6. Deputy Chief – Three gold plated stars one-quarter inch by three-eighths inch (1/4" x 3/8") ~~1/4-3/8 inch~~ each.



- 8.7. Chief - Four gold plated stars three-eighths inch (3/8") ~~3/8 inch~~ each.



7

AA.Y. Leather Gear

Leather gear for officerssworn personnel ~~shall~~will be black basket weave design and ~~shall~~will consist of the following:

~~1-~~Equipment Bbelt:

1. Two inches (2") wide, basket weave leather, or synthetic.

~~2-~~Buckle (optional):

2. ~~Will~~The buckle shall be shined chrome or nickel-plated for officerssworn personnel and shined brass or gold-plated for Sergeants and above.

~~3-~~Holster:

3. All sworn personnel, while in any on-duty status, ~~shall~~ will carry their qualified duty weapon in a holster with a manual retention device. Personnel working in an operational undercover capacity may be exempted by their Commander if ~~the~~ Officerssworn personnel safety is in question.

~~4-~~Handcuffs:

4. Handcuffs shall be black or silver only, and approved by the Operations Review Lieutenant. The style shall be hinged or chain.

~~5-~~Handcuff Cease:

5. The case may be an open or closed (cover) type. The cover of the case may be secured with either a concealed snap or Velcro fastener. Extra handcuffs may be worn on the belt, or held with a belt keeper.

~~6-~~Ammunition Carriers:

6. Carriers for semi-automatic pistol magazines ~~shall~~will be capable of holding two magazines.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

~~7.~~ Chemical Agent Hholder:

7. As appropriate for issued ~~c~~Chemical aAgent container.

~~8.~~ Flashlight Hholder:

8. ~~Optional~~ Required for uniform wear.

DRAFT



~~9.~~ Key Holder:

9. A key holder is optional. It ~~shall~~will be a pear-shaped piece of leather, five inches long and three inches (5" x 3") wide at the widest point, tapering to one-inch (1") - wide at the top. A ~~three-quarter inch (3/4")-inch-~~wide strap ~~shall~~will be used for attachment to the belt.

~~10.~~ Belt Keepers:

10. Belt keepers ~~shall~~will be one-inch (1") -wide with concealed snaps or Velcro fasteners. A single, four-inch (4") wide keeper may be worn at the back of the belt.

~~11.~~ Collapsible Baton ~~H~~holder (optional):

11. May be basket weave, leather, or plastic.

12. Nylon gear ~~shall~~will not be worn by personnel wearing standard uniforms. Nylon gear is only authorized for use while wearing tactical/BDU or ~~bike~~bicycle uniforms.

N/A

~~BB-Z.~~ AA. Leather Gear for Administrative Assignments

Uniformed personnel who are normally assigned to administrative duties may make the following modifications for the wearing of leather gear by:

1. Eliminating the equipment belt, and substituting a black ~~leather basket weave or plain trouser~~ belt with brass snaps or Velcro closure; ~~and-~~
2. Wearing a high-ride or off-duty type holster, and ammunition carriers. Basket weave and plain leather may not be mixed.

~~2.~~
~~CC.~~
~~DD.~~ AA. BikeBicycle Uniform

The standard uniform for bicycle ~~officers~~sworn personnel is as follows:

~~2.1.~~ AA.1. Uniform Shirts

a. Short sleeve or long sleeve, collared Department-approved brand performance polo ~~type shirt of polyester, cool wear/moisture wicking, 5.11 brand or an equivalent fabric.~~ Plain black with cloth or embroidered badge and name in standard position. Patches ~~shall~~will be colored and on both shoulders. Subdued gray or subdued black patches are not authorized. No other material or style of shirt is authorized. Reflective sleeve striping is optional.



~~3.2.~~ Uniform Pants/Shorts

- a. Plain black nylon or nylon/spandex blend, cargo pockets, ~~bike~~bicycle patrol specific. Length must come to at least the top of the knee. No other material or type of pant/short is authorized.

~~4.3.~~ Uniform Jacket

- a. The Department-issued high visibility, reversible jacket with the high visibility side out is recommended. However, any Department approved jacket is allowed with the exception of the leather jacket.

~~6.4.~~ Shoes

- a. Black athletic shoes. Shoes must be primarily black. The only accent colors may be silver or reflective.

~~7.5.~~ Socks

- a. Solid black, athletic.

~~8.6.~~ Helmet

- a. Bicycle patrol approved with strap. Snell certified solid black.

~~9.7.~~ Gloves

- a. Bicycle patrol specific, full or half finger, solid black.

~~10.8.~~ Eyewear

- a. Solid black frame, only the manufacturer logo may be a different color. Sunglasses or clear protective lenses may be worn during the day. Clear protective lenses must be worn at night.

- ~~11.9.~~ BikeBicycle officerssworn personnel may utilize nylon web gear, or the Department issued leather gear. The nylon gear ~~shall~~will only be worn with the above-listed uniform.

67

~~EE.BB.~~ Raid Jacket/Windbreaker and Tactical Vest

1. Personnel assigned to non-uniformed duties shall wear a raid jacket/windbreaker or vest when it becomes necessary to be readily identified as ~~a police officersworn~~personnel. Raid jackets ~~shall~~will consist of a blue or black windbreaker. The vest ~~shall~~will be black in color.



- 2. Raid jackets/windbreakers and vests shall will include Department shoulder patch (gold for Sergeant and above) and badge patch. They may also include white letters (gold for Sergeant and above) on the back identifying the wearer as "Police," "Impact Team," "Traffic," "Narcotics," etc.
- 3. Raid jackets/windbreakers, and vests shall will not be worn by personnel wearing the Department uniform.

6

GG.CC. Body Armor

1. Wearing of Body Armor

- a. Body armor shall will be worn by all uniformed, sworn personnel (~~except crossing guards~~) who are exposed to direct public contact. ~~Investigations sworn personnel and Area Command Investigations Unit sworn personnel, and other n~~Non-uniformed- ~~officers~~sworn personnel shall will wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.
- b. If ~~an officer is~~sworn personnel are in civilian clothes or modified uniform and occupying a take-home police vehicle, the personal body armor shall will be readily available.

2. External Body Armor Carrier

- a. ~~Officers~~Sworn personnel may wear an external body armor carrier. The carrier shall will be provided by the Department when ~~officers~~sworn personnel are issued new body armor. ~~Officers~~Sworn personnel wishing to purchase their own external carrier may purchase the Department-approved carrier or a carrier of their choice. Any carrier which is not the same make and model as the Department carrier must seek approval by Operations Review before deploying with the carrier. The carrier must match in appearance the approved uniform shirt ~~the carrier~~it is worn over ~~in appearance~~.

3. Classification and Issuance of Body Armor

- a. The wraparound body armor of threat level II or III A as classified in National Institute of Justice shall will be issued to ~~every officer~~all sworn personnel.
- b. Body armor is a mandatory uniform item and shall will be worn all year round by ~~officers~~sworn personnel and supervisors assigned to uniform duties.
- c. The ~~only following exception~~are exemptions and limitations to this mandatory rule: ~~is listed below~~.

Exemptions and Limitations to Wearing of Body Armor

==

- i. Sworn personnel~~Employees who wish to be exempt must~~shall submit a letter for exemption consideration through the employee's/requester's chain



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-1

OPA Draft 10/07/2020

of command. Physician statements and other documentation must accompany the letter of request; and;

- ii. Department personnel ~~These employees who are unable to wear body armor, and would normally do so as a requirement of their duties, shall not serve in a capacity where potentially violent encounters may occur.~~
Officers assigned primarily to administrative and/or office duties will not routinely be required to wear body armor while in uniform unless their duties bring them into regular contact with the public in an enforcement capacity.

~~e.~~

~~5.4.~~ Personally-Owned Body Armor

- a. ~~Officers~~ Upon authorization, sworn personnel may wear an alternative personally-owned body armor. This armor must meet the following specifications:
- b. It ~~must shall~~ be classified as a threat level Type II, consistent with ~~classified in the National Institute of Justice (NIJ) Standard 0101.063.~~
- c. It may be any brand but must conform to the manufacturer's specifications for full wraparound coverage.
- d. The body armor must be capable of preventing penetration of the armor by ammunition carried by the officer, consistent with ~~in accordance with~~ NIJ Standard ~~0101.063.~~

~~6.5.~~ Authorization for Personally-Owned Body Armor

- a. ~~Officers~~ Sworn personnel who request ~~wishing~~ to use personally-owned armor shall meet the following standards and be approved by the Chief of Police or ~~their his/her~~ designee and tracked by the chain of command.
 - ~~b.i.~~ The body armor must shall be a threat level Type II or Type III-A, consistent with ~~as classified in the current~~ NIJ Standard ~~0101.06s.~~
 - ~~c.ii.~~ The body armor must shall be available for inspection and ~~shall will~~ not be authorized if it shows signs of extreme wear, is cut or torn, or shows any other obvious sign of deterioration.
 - ~~d.iii.~~ The body armor must properly fit ~~the officer~~ sworn personnel, in accordance with factory specifications.
 - ~~e.iv.~~ The body armor must be capable of preventing penetration of the armor by ammunition carried by ~~the officer~~ sworn personnel, consistent with ~~in accordance with the the current~~ NIJ Standard ~~0101.06.~~

~~7.6.~~ Care of Body Armor

- a. ~~Officers~~ Sworn personnel shall will be trained in the care and cleaning of their body armor and ~~shall will~~ be held responsible for proper maintenance.
- b. Any damage to the body armor or other unsafe condition ~~shall will~~ be reported to the ~~officer's~~ sworn personnel's immediate supervisor for appropriate action.



- c. ~~Officers~~ Sworn personnel shall will report to the Department's Property Unit any condition where the body armor no longer fits properly as the result of a gain or loss of body weight.

~~8.7.~~ Inspection of Body Armor

- a. Body armor ~~shall will~~ be visually inspected by the ~~officer's~~ sworn personnel's immediate supervisor every ~~six months~~. If ~~the officer is~~ sworn personnel are the opposite gender of the supervisor, the supervisor shall designate ~~an~~ officersworn personnel of the same gender to perform the inspection. ~~FSBield Services'~~ inspections ~~shall will~~ follow the bid. The inspections ~~shall will~~ be documented on the ~~Property Inventory form~~ APD Line Inspection Form, which can be found in APDWeb/Protopage and the Department's SharePoint site.

~~9. Exemptions and Limitations to Wearing of Body Armor~~

- ~~a. Employees who wish to be exempt must submit a letter for exemption consideration through the requester's chain of command. Physician statements and other documentation must accompany the letter of request.~~
- ~~b. Those employees who are unable to wear body armor, and would normally do so as a requirement of their duties, shall not serve in a capacity where potentially violent encounters may occur.~~
- ~~c. Officers assigned primarily to administrative and/or office duties will not routinely be required to wear body armor while in uniform unless their duties bring them into regular contact with the public in an enforcement capacity.~~